

ANSWERS TO SALT LAKE CITY'S COMMONLY ASKED QUESTIONS



1. Why does the licenser need to look in areas of my home that I don't use for child care?

**The licenser needs to check for any possible safety hazards, such as guns or combustible materials near a furnace or accessibility of toxic materials. She also needs to count the children who are present. Unfortunately, we have had providers "hide" children in a bedroom when they know they are over their licensed capacity.*



**The licenser is not looking at the neatness of these areas, nor is she trying to invade your privacy. She is just trying to ensure the safety of the children.*

2. Why does it take so long to do a survey?

**Unless a complaint needs to be investigated, the licenser will only be in your home once a year to inspect and it is important that everything is seen. The length of the survey will depend on your knowledge of and compliance with the rules and your organization of the required paperwork. Surveys have been averaging about an hour. Of course, you can also use this time to ask any questions you may have. This may extend the time of the survey.*



**If the survey is taking you away from your children for too long, the licenser can return at another time to finish reviewing files. The welfare of the children is the most important thing for all concerned.*

3. If I attend training on child development or on planning activities for children, can it count toward my 20 hours?

**Yes! The rules (and the "Training Log") list the topics that you are required to cover each year. Depending on the training you choose, you may cover the required areas in less than 20 hours. The remaining hours may be in any child related area.*

**Ten hours of your training must be a face-to-face classroom-type of training. The other ten hours may be reading books or articles or watching videos. First Aid, CPR, and Food Handler's classes do count towards the 20 hours.*

4. What happens if the First Aid class I took isn't on the approved list?

**If you already completed a class, we will accept it for now. When it expires, you will need to complete a class from an approved trainer. If your trainer is not on the list, contact your licenser. Additional trainers will be listed as they are approved. If your trainer wants to be on the approved list, have him submit his curriculum to Joel Hoffman, our Program Manager.*

5. What do I do with the papers I receive in the mail after my survey?

**Before your licenser leaves your home, she will tell you the deficiencies she found. A "deficiency" is a rule that is not being met. The papers you receive in the mail will have these deficiencies written and a place where you will write a "Plan of Correction". Your "Plan of Correction" is how you will fix the deficiency and when it will be fixed. You then mail the completed papers back to your licenser.*

**You must have these papers mailed by the date on the cover letter. You do not need to have all deficiencies corrected before mailing the papers back. If the licenser agrees with your plans, she will come out after your date of completion to do a follow-up and make sure everything has been fixed. If the licenser does not agree with your plans or feels your completion date are too far away, she will call you.*



**Remember, all rules are in effect now and you must be in total compliance with these rules. Therefore, be sure you have read and understood all rules.*

6. Do I really need to post menus, activity plans, the license, etc, on a wall in my home?

**There are several ways to meet this requirement. You can put these items in a binder and inform parents of their location. You can hang things on your refrigerator or on the back of a cabinet or closet door. Once again, be sure the parents know the location of these items. You can use a small bulletin board or a wipe board as a Parent Board and have all information there. You can put these boards away at the end of your child care day if you wish.*



7. If I am not with a Child Care Food Program, do I have to hire a registered dietician to approve my menus? If so, where do I find one?

**The office has copies of approved menus you can use. You must use these as written, no changes are allowed. You can contact your licenser for a copy of these menus.*

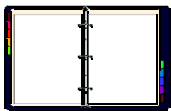
**If you do not want to use these menus, you will need to hire a dietician to approve your menus. We have contacted the Utah Dietetic Association to obtain a list of registered dieticians who are interested in consulting with child care providers.*

8. When do I have to have my policies and procedures manual written?

**You need to be working on your policies and procedures manual now. Licensors have a check list of what needs to be included in this manual. They also have a worksheet that can be filled out and when satisfactorily completed, it will meet the requirement for a policies and procedures manual. If you do not have this information yet, please contact your licenser.*



9. Are you going to reschedule the February rule training session that was canceled due to the snow storm?



No. You will be receiving the information from that training and new sample forms from your licenser. If you have not received new forms by May 1st, please contact Patsy Hunsaker at 538-9299 and she will send you the packet. If you have questions after receiving the packet, please contact your licenser directly. The forms are provided for your convenience and you are free to alter them to meet your needs.

10. Do Centers still have to send in the Form 466 Appendix D?

No. This form is obsolete and is no longer required. If you chose to use the forms, keep them in your files, you do not need to send them in to the department of health with the background clearance form (bci/mis consent and release of liability).

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ANSWERS TO COMMONLY ASKED BACKGROUND CHECK QUESTIONS

1. What criminal convictions are automatic denials for clearance for becoming licensed or working in a center?

Felony convictions of any kind are automatic denials. We will request fingerprints to verify that the record is that of the individual, and then a denial will be sent that will exclude them from becoming licensed as a family provider and/or working in or operating a child care center.

2. How long does it take to complete the background clearance?

Generally the clearance is completed and returned within 3 days of receipt at the department of health. Exceptions to this would be if there are problems with the clearance. There are two systems that are checked, the child abuse registry through the division of child and family services, and the public safety criminal justice system.

This question and answer insert summarizes the most frequently asked questions from the Salt Lake area February training sessions. If you have other questions, please contact your licenser.

WHAT COMMUNICABLE DISEASES NEED TO BE REPORTED, AND WHO TO REPORT THEM TO

You should report communicable diseases to the Communicable Disease office at your local Health Department. In Salt Lake County the number is 534-4600. In Tooele County, the number is 882-9240 and in Summit County the number is 336-4451, extension 222. The diseases that need to be reported are:

1. Pertussis (whooping cough)
2. Rubeola (red measles)
3. Rubella (German measles)
4. Mumps
5. Meningitis (HIB, other)
6. Hepatitis
7. Tuberculosis
8. Gastroenteritis (giardiasis, shigellosis, campylobacter, other)
9. Streptococcal infections (strep throat, scarlet fever, rheumatic fever)
10. Food poisoning
11. Influenza
12. Cytomegalovirus (MCV)
13. Human Immunodeficiency Virus (HIV, AIDS)
14. Poliomyelitis

